



# SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

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October 13, 2023

The Honorable Nancy Skinner Chair  
Joint Legislative Budget Committee  
State Capitol, Room 553  
Sacramento, CA 95814

The Honorable Phil Ting, Vice Chair  
Joint Legislative Budget Committee  
State Capitol, Room 553  
Sacramento, CA 95814

The Honorable Anthony J. Portantino, Chair  
Senate Appropriations Committee  
State Capitol, Room 2206  
Sacramento, CA 95814

The Honorable Chris R. Holden, Chair  
Assembly Appropriations Committee  
1021 O Street, Suite 8220  
Sacramento, California 95814

Dear Chairpersons Skinner, Ting, Portantino, and Holden:

Attached is the Secretary of State's quarterly status report on the progress of the CAL-ACCESS Replacement System Project, in accordance with Government Code section 84602(c). Previous reports are posted on the Secretary of State's office website at [www.sos.ca.gov/administration/agency-reports/cal-access-replacement-project-cars-agency-reports](http://www.sos.ca.gov/administration/agency-reports/cal-access-replacement-project-cars-agency-reports). If you have any questions about this report, please feel free to contact me or my staff, Margie Hieter, Division Chief, Political Reform Division, at (916) 201-4118 or Erric Garris, Deputy Secretary of State, Legislative Affairs, at (916) 695-1647.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shirley N. Weber".

Shirley N. Weber, Ph.D.  
Secretary of State

Attachment

**Secretary of State's Quarterly Status Report  
CAL-ACCESS Replacement System (CARS) Project  
Fiscal Year 2023-24, Quarter 1: July 2023 – September 2023**

### **Introduction**

Senate Bill 1349 (*Hertzberg—Ch. 845, Stat. of 2016*) requires the Secretary of State (SOS), in consultation with the Fair Political Practices Commission, to develop and certify for public use, an online filing and disclosure system for campaign statements and reports that provide public disclosure of campaign finance and lobbying information in a user-friendly, easily understandable format.

### **Progress for the Period of July 2023 through September 2023**

The CARS Project made the following progress this past quarter (July 2023 through September 2023):

- Released the Request for Proposal (RFP) document on September 29, 2023, to acquire the CARS Project prime vendor.
- Submitted to the California Department of Technology (CDT) all documents required for the Project Approval Lifecycle's (PAL) Stage 3 Solution Analysis (S3SA).
- Submitted to the Department of Finance (DOF) on August 31, 2023, the CARS Project Budget Change Proposal (BCP) for Fiscal Year 24/25.

Also, during this past quarter, the CAL-ACCESS Replacement System (CARS) Project team continued work on several planning activities. A summary of these activities is outlined below:

- Began activities required to complete the PAL Stage Four Project Readiness and Approval (S4PRA), which is the final PAL stage.
  - The S4PRA will provide the basis for the CARS Project team to evaluate and reconfirm that the business objectives will be achieved, ensure the solution approach selected in the Stage Two Alternatives Analysis (S2AA) continues to yield the highest probability of success, and baseline the project's schedule and costs.
  - The S4PRA is scheduled for completion in June 2024. Once the S4PRA is formally approved by the CDT, the prime vendor contract will be executed.

Added below is a brief summary of the project activities initiated in Quarter 2, and are ongoing:

- Convene a Bidders' Conference on October 25, 2023, to provide interested vendors an overview of the RFP and the solicitation's goals and objectives.
- Continue to cleanse and validate the legacy CAL-ACCESS data in preparation for the prime vendor's data conversion and migration activities.
- Recruit the few remaining CARS permanent full-time staff needed to assist with the project planning and execution activities.
- Complete activities to acquire and onboard an Organizational Change Management (OCM) contractor team in November 2023. This team will assist the SOS and other CARS stakeholders with adopting the new business processes brought about by the new solution.
- Continue activities to onboard an Agile Trainer consultant and a Quality Assurance (QA)/User Acceptance Test Lead consultant in early 2024. For projects that will use a

hybrid-agile software development approach, it is a best practice to train project staff in agile software development processes, terminology, and roles and responsibilities.

- Meet regularly with both the project's Independent Validation & Verification (IV&V) staff and the CDT Project Approvals and Oversight staff to discuss project health and mitigate project risk.
- Convene the project's bi-weekly Executive Steering Committee to brief them on critical project developments and address issues that require its formal decision-making authority.
- Identify, track, and manage project risks and issues at the project's weekly Risk and Issue Meeting.

As mentioned in the last JLBC Report, the CARS Project has temporarily paused its Monthly CARS Stakeholder Meeting series until the prime vendor solicitation activities are completed to ensure the integrity of the solicitation process. Once project execution phase begins, the project will resume the meeting series and will ensure stakeholder engagement in future project milestones, such as project design reviews and user acceptance testing. In the interim, the SOS provides updates on the CARS Project via its public-facing website that is accessible to all.

### **Scope, Schedule, and Budget**

**Scope:** The scope has not changed during this reporting period.

**Schedule:** The project is on schedule to meet its planning milestones. A project end date is not yet known and will be determined when a prime vendor is acquired and provides an estimated project completion date. Based on information contained in the CARS Independent Assessment Report, project development and implementation activities are estimated at 27 months.

**Budget:** The project is operating within its approved budget of \$12.31 million for Fiscal Year 2023-24.